

REQUEST FOR PROPOSALS

FOR THE

**DESIGN AND CONSTRUCTION OF A
NEW CITY OF MARIETTA FIRE
STATION #56**

RFP-15-021115



**CITY OF MARIETTA
PURCHASING DEPARTMENT
205 Lawrence Street
Marietta, Georgia
30060**

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FOR

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STATION #56**

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INSTRUCTIONS TO PROPOSERS FOR INVITATION FOR PROPOSALS

ARTICLE 1 TIME AND DATE DUE

The City of Marietta, a political subdivision of the State of Georgia (hereinafter "City of Marietta" or the "City") shall receive sealed Proposals from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Georgia or authorized to conduct business in the State of Georgia until 11:00 A.M., Thursday, March 12, 2015; for the following:

DESIGN AND CONSTRUCTION OF A NEW CITY OF MARIETTA FIRE STATION #56

RFP-15-021115

All proposal requirements shall be in accordance with Specifications and Guidelines, Exhibit "C" (Pages PF-10- PF-19), attached hereto.

ARTICLE 1.1 PRE-PROPOSAL CONFERENCE

There will be a Mandatory Pre-Proposal Conference to be held on Wednesday, February 25, 2015 at 10:00 A.M., which will be held at the City of Marietta Purchasing Department, First Floor, at 205 Lawrence Street, Marietta, Georgia 30060. The purpose of the conference is to review the specifications and familiarize the proposers with the scope of work. This conference is mandatory and only registered attendee's bids will be accepted.

ARTICLE 2 OPENING LOCATION & TIME

This proposal shall be opened at 11:00 A.M., Thursday, March 12, 2015; at the City of Marietta, Purchasing Department, First Floor, 205 Lawrence Street, Marietta, Georgia 30060.

ARTICLE 3 DELIVERY REQUIREMENTS

Any proposals received after the stated time and date shall not be considered. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. It shall be the sole responsibility of the proposer to have their proposal delivered to the City of Marietta Purchasing Department for receipt on or before the above stated time and date. If a proposal is sent by the U.S. Postal Service, the proposer shall be responsible for its timely delivery to the Purchasing Department. Proposals delayed by the mail shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense. The proposal opening time shall be strictly observed. Under no circumstance shall a proposal delivered after the specified time be considered. Such proposals will be returned unopened.

ARTICLE 4 CLARIFICATION & ADDENDA

Each proposer shall examine all invitation for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the invitation to proposal shall be made through Rick Churbock, CPPB, Purchasing Supervisor, (770) 794-5257, with the City of Marietta, Purchasing Department. The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposer who have secured the same, however, it shall be the responsibility of each proposer prior to submitting their proposal to contact the City of Marietta, Purchasing Department at (770) 794-5257 to determine if any addenda were issued and to make sure such addenda is a part of their proposal. *EACH PROPOSER SHALL ACKNOWLEDGE IN ITS PROPOSAL ALL ADDENDA RECEIVED.*

ARTICLE 5 USE, CLARIFICATION AND RETURN OF DRAWINGS AND SPECIFICATIONS

All Drawings and Specifications for the work are the sole property of the Owner and intended solely for use in the work contemplated in such Drawings and Specifications. Except for a proposer whose proposal is accepted, said Drawings and Specifications shall be returned in good condition immediately upon receipt of notification that a proposal has been accepted or that no award of said proposal shall be accepted.

If there are any discrepancies in, or omissions from, the Drawings or Specifications, or if the proposer is in doubt as to the true meaning of any part of the Contract Document, he shall request clarification from The Purchasing Department. Such request shall be in writing and shall be made not less than forty-eight hours prior to the time scheduled for the termination of proposal. Interpretations in response to inquiries for any proposer, clarifications or corrections issued in the form of addenda shall be mailed to each proposer. If the proposer fails to request clarification regarding methods of performing work or the material required, his proposal shall be deemed to include the method requiring the greater quantity of work or material or upon the material of greatest cost indicated.

ARTICLE 6 BUSINESS LICENSE /OCCUPATIONAL LICENSE

The proposer shall provide appropriate proof of an Occupational Tax license.

ARTICLE 7 SEALED & MARKED

SEVEN (7) SIGNED COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED, ONE (1) ORIGINAL AND FOUR (4) COPIES IN ONE (1) SEALED PACKAGE, CLEARLY MARKED ON THE OUTSIDE:

REQUEST FOR PROPOSAL

No. RFP-15-021115

FOR

THE DESIGN AND CONSTRUCTION OF A NEW CITY OF MARIETTA FIRE STATION #56

and addressed to: **City of Marietta, Purchasing Department**
 205 Lawrence Street
 Marietta, Georgia 30060
 Attention: Rick Churbock, CPPB
 Purchasing Supervisor

ARTICLE 8 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone of the respective proposer (company, firm, partnership, individual). Proposals shall be signed below the typed or printed name and title of the signer. The signer shall have the authority to bind the proposal to the submitted proposal.

ARTICLE 9 PROPOSAL EXPENSES

All expenses for making proposals to the City are to be borne by the proposer.

ARTICLE 10 IRREVOCABLE OFFER

Any proposal may be withdrawn up until the date and time set above for the opening of proposal. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for a period of Ninety (90) days to sell to The City of Marietta the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the City. All prices shall be quoted F.O.B. City of Marietta, Georgia.

Proposal modifications shall be accepted from a proposer only if received prior to the scheduled proposal opening, in writing, properly signed by the authorized representative of the proposer's (company, firm, partnership, individual). Proposal modifications shall be submitted as referenced in Article No. 8 and clearly marked "PROPOSAL MODIFICATIONS".

Mathematical errors shall be corrected by the City, i.e.: misplaced decimal points shall be corrected; in discrepancies between unit price vs. extended price, unit price shall govern; errors in extension of unit prices shall be corrected and mathematical errors shall be corrected.

ARTICLE 11 RESERVED RIGHTS

The City reserves the right to accept or reject any and or all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City of Marietta or to request re-proposal. The City reserves the right to accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City.

For each item or for all items combined, the proposal of the lowest, responsible and responsive proposer shall be accepted, unless all proposals are rejected. The lowest responsive proposer shall mean the proposer who makes the lowest proposal to sell goods and/or services of a quality which conforms closest to the quality of goods and/or services set forth in the attached specifications or otherwise required by the City, and conforms to all material aspects of the requirements set forth in the invitation for proposal. To be a responsible proposer, the proposer shall be fit and capable to perform the work as required, shall have the capability in all respects to perform fully the contract requirements, and shall have the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which shall assure good faith performance. Also, the City reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to deliver the goods or service requested.

Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to current financial statements; verification of availability of equipment and personnel; and past performance records.

ARTICLE 12 APPLICABLE LAWS

Proposers shall be authorized to transact business in the State of Georgia. All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City of Marietta shall apply to any resulting agreement.

ARTICLE 13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a part to a violation of the State of Georgia Code of Ethics for Public Officers and Employees, such proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for goods or services for the City of Marietta.

ARTICLE 14 COLLUSION

By offering a submission to this invitation for proposal, the proposer certifies that the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- 14.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor;
- 14.2 Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and shall not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor;
- 14.3 No attempt has been made or shall be made by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- 14.4 The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into;
- 14.5 No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business.

ARTICLE 15 CONTRACT FORMS

Any agreement, contract or Purchase Order resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, in words and numerical, written in ink or typed, the price for which he shall perform the work or supply the items required by the specifications, plans and contract documents. Any erasures, delineations or alterations are to be clear and initialed by the person signing.

ARTICLE 16 NOTICE OF ACCEPTANCE

The contract shall be deemed as having been awarded when the formal notice of acceptance/contract is issued to the Contractor(s). After award and acceptance the successful Contractor(s) may be posted at the Marietta Purchasing website.

ARTICLE 17 PROPOSAL FORMS, VARIANCES, and ALTERNATES

Proposals shall be submitted on attached City forms. **PROPOSERS SHALL SUBMIT SIGNED PROPOSAL FORMS, ALL DOCUMENTS REQUIRING SIGNATURES AND ANY OTHER ATTACHMENTS (LICENSES, SPECIFICATIONS, ETC.) REQUIRED FOR THIS PROPOSAL IN TRIPLICATE WITH ORIGINAL SIGNATURES WHERE APPLICABLE.**

Proposer shall indicate any and all variances/exceptions from the City requested specifications, terms, and conditions on sheet entitled **“EXHIBIT B”** Providing there has been no variances/exceptions or alterations attached to said proposal, it shall be assumed that the proposer is meeting all requirement of the specifications. Alternate proposals may or may not be considered at the sole discretion of the City.

ARTICLE 18 DISCOUNTS

Any and all discounts shall be incorporated as a reduction in the proposal price and not shown separately. The price as shown on the proposal shall be the price used in determining awards.

ARTICLE 19 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the proposer wishes to make substitution to the specifications, proposer shall furnish to the City the name of the manufacturer, the model number, and other identifying data and information necessary to aid the City in evaluating the substitution, and such substitution shall be subject to City approval. Substitutions shall be approved only if determined by the City to be equivalent to the specifications. A proposal containing a substitution is not accepted until such time as it is approved by the City.

ARTICLE 20 TAXES

The City of Marietta is exempt from Federal Excise and State Sale Taxes; therefore the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. The City of Marietta does not intend to imply that a proposer has no independent tax liability.

ARTICLE 21 USE OF TRADE NAMES

Brand or trade names referenced in specifications are for comparison purposes only. Proposer may submit proposals on items manufactured by other than the manufacturer specified. In these instances, proposals shall be accompanied with all descriptive information necessary for a thorough evaluation of the proposed materials, equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variance from, or exception taken to the specifications. Failure of any proposer to furnish this data shall be cause for rejection of specified item(s) to which it pertains.

ARTICLE 22 REGULATIONS, CODES AND STANDARDS

It shall be the responsibility of each supplier to assure compliance with any and all Codes & Standards including but not limited to OSHA, EPA LIFESAFETY, ANSI ASTM, UA and/or other Federal or State of Georgia rules, regulations or other requirements, as each may apply.

When applicable, and as required under the provisions of Georgia's Right-To-Know-Law, the manufacturer, importer or distributor of a toxic substance shall provide a material safety sheet with the proposal.

ARTICLE 23 AUTHORIZED PRODUCTION REPRESENTATION

The successful proposer(s) by virtue of submitting the name and specifications of a manufacturer's product shall be required to furnish the named manufacturer's product. By virtue of submission of the stated documents it shall be presumed by the City that the proposer(s) is/are legally authorized to submit, and the successful proposer(s) shall be legally bound to perform according to the documents.

ARTICLE 24 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of Marietta, Marietta, Georgia, in accordance with the provisions of Title VI of The Civil Rights Act of 1964(78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it shall affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals in response to this advertisement and shall not be discriminated against on the grounds of race, color, disability or national origin in consideration for an award.

ARTICLE 25 DRUG FREE WORKPLACE

The City of Marietta is a DRUG FREE WORKPLACE. It is required that the attached Drug Free Workplace Form (Exhibit B) be signed and returned to this office with the proposal. In the event of a tie proposal, receipt of a valid and accurate form may be used as basis for awarding the contract.

ARTICLE 26 WORK AUTHORIZATION PROGRAM

Contractor affidavit and agreement and subcontractor affidavit and agreement are attached (Exhibit C) it is required that these forms be signed and returned to this office with the proposal.

EXHIBIT A

Drug Free Work Place Certification

Identical Tie proposals - Preference shall be given to businesses with drug-free workplace program. Whenever two or more proposals which equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has implemented a drug-free work place program shall be given preference in the award process. Established procedures processing tie proposals shall be followed if none of the tied vendors have drug-free workplace program. In order to have a drug-free workplace, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.**
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).**
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

AUTHORIZED SIGNATURE

EXHIBIT B

ALTERATIONS /EXCEPTIONS

SPECIAL INSTRUCTION: ALL ITEMS SHALL BE TYPED OR PRINTED

EXHIBIT C
Specifications and Guidelines

1.0 GENERAL INFORMATION:

The City of Marietta is soliciting sealed proposals from qualified design build teams to provide architectural design and construction services to design and construct a new fire station for the Marietta Fire Department. The scope of work includes site design and construction that addresses property access, vehicular circulation storm water management and landscaping. Building scope of work will include final programing, building design, permitting and construction.

1.02 BACKGROUND INFORMATION:

The City has acquired property designated for a new Public Safety Facility and has developed a master plan for the overall development of the facility as well as the new fire station (phase 1 development attached). The master plan for the future fire station includes conceptual programming (attached) of an 18,000sf fire station comprised of operational space and associated apparatus bays with an opportunity for future expansion of the bays.

1.03 SERVICES TO BE INCLUDED IN PROPOSAL:

Proposals shall include the following services.

1. Project Management (owner point of contact)
2. Design
3. Permitting
4. Construction
5. FFE Assistance
6. Construction Management

1.04 PROJECT DELIVERY:

The City has chosen the design-build method of project delivery for this process. The City envisions that the following will occur as a result of utilizing the design-build Process:

1. The City intends to enter into a single contract with a Design-build team that is contractor lead and includes an architect and design engineers.
2. The design-build team will be chosen based upon the criteria listed below.
3. The design-build team will then work with the City to prepare the design program and preliminary floor plans, building elevations and site plan for City review and approval.
4. Upon approval of the preliminary plans, the Design-build team will prepare a guaranteed maximum price (GMP) estimate for the project for review by the City. Once the GMP estimate is approved, the Design-builder is at risk to design and deliver the project at or below the agreed to budget.
5. The design-build team shall develop a furniture schedule and prepare and present finish materials for City review and approval.
6. During the design phase, the Design-build team will meet frequently with the City for approval of the design as it progresses.
7. The Design-build team is responsible for managing the permitting process, preconstruction and construction schedule and managing and coordinating the project delivery process.

The City will assign a staff point of contact who will be responsible for day to day oversight, review and resolution of requests for information (RFI), change order requests (COR) and review and approval of monthly pay applications.

1.05 PROPOSAL SUBMITTAL REQUIREMENTS:

All proposals shall include the following information. Failure to submit the information listed below may be considered non-responsive resulting in the rejection of the proposal.

1. A statement of the design-build team's qualifications to perform the requested work, including professional resumes and professional licenses of key personnel to be assigned to this project.
2. A statement from each of the Team members that indicates it currently maintains the necessary licenses and certificates required to provide the work in accordance with all applicable rules, ordinances, and regulations of the City of Marietta, Cobb County and the State of Georgia.
3. Detailed information describing the team's experience with fire station design and construction. Include a history of such projects completed within the last five (5) years.
4. A statement from each of the member companies represented on the design-build team that it maintains the necessary worker's compensation and liability insurance as noted in this RFP. The firms will be required to provide proof of insurance should they be selected.
5. A list of references of at least three (3) clients for whom a comparable project has been conducted within the past five (5) years. Include a contact name, telephone number, client size, and a description of the project.
6. A proposed schedule in outline form which details the steps that will be taken to bring the project to completion. Assume start date of June 1, 2015. Anticipated completion of the project is 1 year from the notice to proceed.
7. Describe any special experience, insight or qualifications the design-build team has which may differentiate it from others in the field and prove beneficial to this project.
8. The proposal must be signed by an official of the lead firm for the Design-build team that is authorized to bind the firms into a contract. The proposal shall include a statement that the proposal is valid and firm for ninety (90) days from the date of submission and that the vendor understands and agrees to the terms and conditions of this RFP.
9. Architectural design fee stated as a percentage of construction budget to include reimbursables.

1.06 PROPOSAL EVALUATION CRITERIA:

Proposals will be evaluated and ranked based on, but not limited to, the following criteria:

1. The design-build teams experience with previously completed public safety facilities work, and fire station facilities. (30 Points)
2. Proposed schedule including the availability to deliver the services required. (20 Points)
3. Review of references. (10 Points)
4. History of previous design-build projects final cost compared to original budget.
(20 Points)
5. Proposals including qualified local vendors will be given additional consideration. (10 Points)
6. Architectural design fee. (10 Points)

1.07 EVALUATION PROCEDURES:

Qualified responses shall be reviewed by the Fire Chief and other City Staff members. A qualified short list of firms may be developed and the City may request oral presentations if deemed necessary.

The City reserves the right to choose the most qualified firm and also reserves the right to accept or reject any part or the entire submitted proposal.

The City further reserves the right to cancel in part or in its entirety this RFP if it is in its best interest to do so.



Marietta, GA Public Safety Training Center					
		Full Masterplan Needs			
			SF	Cost/SF	Full Bu
Fire Station #56					
Apparatus Bays (3) Pull through, Double Loaded (100'D x 58'W)	1	5800	5,800		
(1) Back In Bay (50'x20')	1	1000	1,000		
(2) Pull Through. Double Loaded (90'x40')		3600	3,600		
Flourescent Lights (T5-T8)					
Infra Red Gas Tube Heaters					
14x14 OH Doors					
Glass Doors - Front, Steel Doors w/ 1 Row of View Windows - Rear					
Electric Shore Lines					
Normal Built-In Bay Exhaust System or Plymovent?					
Spot Drains per half-bay (7 total)					
Normal Inside/Outside Hosebibbs and (1) 1.5" Truck Fill Line inside					
Sealed Concrete Floors w/ Stained Concrete Traffic Lines					
Stop and Go LEDs for each OH Door, inside					
Oil Separator if required per City					
Sprinkler Riser in Bays					
Decon/Laundry Room: Dbl. Stainless Steel Sink w/ side boards	1	250	250		
Emergency Shower/Eyewash - Floor Sink					
Residential Laundry Machines No extractor or Gear Dryer					
PPE Locker Room for 39 lockers	1	570	570		
Janitors Storage	1	30	30		
Office	1	180	180		
Training Room	1	960	960		
Training Storage	1	33	33		
Men's Toilet	1	220	220		
Women's Toilet	1	220	220		
Public Toilet	1	56	56		
Exercise Room	1	912	912		
Mechanical Equipment	1	77	77		
Outdoor equipment Storage	1	132	132		
Lobby / Reception Space	1	312	312		
Kitchen - Commerical equipment or Residential?	1	270	270		
Pantry - Single Refrigerator and Pantry Storage	3	49	147		
Dining	1	198	198		
Living / Dayroom	1	360	360		
Closet	1	18	18		
Sleeproom	13	90	1,170		
Toilet Shower Room (2 HC, 2 Regular))	4	100	400		
	3	80	240		
Janitor Storage	1	36	36		
Front Stair	2	250	500		
Rear Stair	2	152	304		
Subtotal			17,995		
Grossing (From Provided Plan)			300		

EXHIBIT D



RFP-15-021115

Format of Response

The following format and sequence should be followed (including the information in section F. PROPOSAL SUBMITTAL REQUIREMENTS) in order to provide consistency in the Respondent's submissions and ensure each Response receives full consideration. All pages should be consecutively numbered.

ITEM A - History of Firm and Resources

1. Company Name: _____

2. Company Address: _____

3. Employee Contact: _____

4. Phone Number: _____

5. Company Size (Do Not List Consultants)

Total normal number of employees: _____

Total current number of employees: _____

Breakdown of Staff:

A. Number of Principles: _____

B. Registered Architects: _____

C. Number of Interns, etc.: _____

D. Number of Support Employees: _____

E. Number of CAD Operators: _____

F. Number of Registered Engineers: _____

G. Others (Define): _____

ITEM B - Track Record on Similar Size and Scope Projects:

Answer the following questions for the references noted above on pg. BF -4. List a minimum of four (4) projects of similar size and scope, which your firm has designed in the past five (5) years. It is critical to demonstrate your ability to design facilities consistent with the project scope.

1. Company Name: _____

A. Enclose individual photographs which visually demonstrate your work.

B. Gross square footage: _____ GSF

C. Total project cost: \$_____

D. Total Change Order amount: _____

YES

NO

E. Was the construction completed within budget? _____

F. Was the lowest qualified proposal within the owners Budget? _____

G. Was the project completed on time by the contractor? _____

H. Was the design completed on time? _____

I. Was there any litigation associated with the project? _____

2. Company Name: _____

A. Enclose individual photographs which visually demonstrate your work.

B. Gross square footage: _____ GSF

C. Total project cost: \$_____

D. Total Change Order amount: _____

YES

NO

E. Was the construction completed within budget? _____

F. Was the lowest qualified proposal within the owners Budget? _____

G. Was the project completed on time by the contractor? _____

H. Was the design completed on time? _____

I. Was there any litigation associated with the project? _____

3. Company Name: _____

A. Enclose individual photographs which visually demonstrate your work.

B. Gross square footage: _____ GSF

C. Total project cost: \$_____

D. Total Change Order amount: _____

YES

NO

E. Was the construction completed within budget? _____

F. Was the lowest qualified proposal within the owners Budget? _____

G. Was the project completed on time by the contractor? _____

H. Was the design completed on time? _____

I. Was there any litigation associated with the project? _____

ITEM C – Design Proposal & Schedule

Submit your design proposal of a façade and floor plan in detail and schedule in outline form which details the steps that will be taken to bring the project to completion.

ITEM D – Scope of Services

List all Services to be provided for Project by the firm and by subcontractors.

ITEM E – Firm’s Team Members on the Project

List individual team members you will place on this project from your firm.

ITEM F – Fees

Architectural design fee stated as a percentage of construction budget to include reimbursables.

ITEM G – Professional Documentation

All RFPs must have attached the professional license numbers of the project architect and engineer(s) who will seal required documents. No RFP will be considered without this data. Failure to provide this information on any principal to be employed on this project could be considered as grounds for elimination of this RFP.

ITEM H – Immigration Compliance

Under state law, the firm selected must be registered with the Federal E-Verify program and must provide relevant affidavits, and must obtain similar affidavits from subcontractors.

Proposal submitted by:

Company Name:

Address:

City, State, Zip:

Authorized Signature:

Print Name and Title:

Telephone:

Fax:

Date:

E-mail:
